CHECKLIST SUBMITTAL INSTRUCTIONS:

This checklist may be used in lieu of a complete department review when the conditions listed below are met. The department reviews all certified checklists for completeness and accuracy and must approve all deviation requests. Deviation requests will result in slower turn-around by the department. Checklist submittals can not be utilized for new public wastewater systems. Construction is unlawful until approval of the certified checklist is granted by the department. Department approval will be issued in a letter to the design engineer submitting the plans and specifications.

All sections of the certified checklist must be completed. *The answer yes may be checked when all the requirements of the section being addressed are satisfied.* Where a yes answer cannot be given, a deviation must be requested or the applicant must explain why that section of the standard is not applicable. All deviation requests must be justified by the design engineer and supported with appropriate documentation. Those sections of the standard that use the language "should be"; "is recommended"; or "is preferred" do not require a yes answer or a deviation. The department will conduct a complete review of a fraction of the plans and specifications submitted with certified checklists.

All sewer main certified checklists must be signed and stamped by the professional engineer responsible for the design of the project. In addition, the following information must be included with the submittal of the certified checklist:

- 1. Two sets of plans and specifications signed and stamped by a professional engineer.
- 2. An engineering report addressing the design capacity and flow requirements in sections 32 of Circular DEQ 2. The engineering report must include all applicable analysis and supporting assumptions.
- 3. A map showing the location of the proposed sewer main in relation to the rest of the distribution system.
- 4. For sewer main extensions: An approval letter from a professional engineer who is empowered by the owner of a public system providing service to the proposed sewer main and who represents the interests of the public system with regard to system capacity and other pertinent issues to the system. For those systems not represented by a professional engineer (city engineer) on staff (or retained), the above mentioned approval letter is not required if the proposed sewer main is part of a utility master plan previously approved by the department. A copy of the applicable portion of this master plan must be included in the certified checklist submittal.

For sewer main replacements: The main replacement pipe diameter must be equal to, or greater than, the existing pipe diameter and an approval letter from the owner of the system providing service must be submitted with the checklist. A professional engineer on staff or a master plan is not required.

Systems not able to satisfy the above criteria are not eligible to use the certified checklist and are subject to a complete departmental review of the plans and specifications.

5. Certification that a professional engineer will be retained for construction inspection and will certify completion in accordance with the approved plans and prepare as-builts for submittal to the department within 90 days of project completion.

The fee for processing each certified checklist is \$25.00 and must be included with the submittal. The E.Q. number, fee and date items will be filled in by the department. Completed checklist submittals may be mailed to: Department of Environmental Quality, Permitting & Compliance Division, Community Services Bureau, Metcalf Building, P.O. Box 200901, Helena, MT 59620-0901; or for those systems served by the Billings Office: Department of Environmental Quality, Community Services Bureau, Airport Business Park 1P-9, 1371 Rimtop Drive, Billings, MT 59105-1978. Questions can be answered by writing the above address or calling (406) 444-4400 in Helena and (406) 247-4445 in Billings.

DEPARTMENT OF ENVIRONMENTAL QUALITY SEWER MAIN CERTIFIED CHECKLIST

Project Name	
Location	County
Public Supply Owner	
Address	
Engineer	
Address	
Department us	se only
Fee Submitted	E.Q. Number Date Received
ree Submitted	Date Received
DESIGN STA	ANDARDS
The plans and specifications for the above reference project a Department of Environmental Quality Circular DEQ 2, 1999	•
SECTION 31 Yes Deviation Requested	
N/A Explain	
SECTION 32 Yes Deviation Requested	
N/A Explain	
SECTION 33.1 Yes Deviation Requested	
N/A Explain	
SECTION 33.2 Yes Deviation Requested	
N/A Explain	
SECTION 33.41 Yes Deviation Requested	
N/A Explain	
SECTION 33.42 Yes Deviation Requested	
SECTION 33.43 Yes Deviation Requested	
N/A Explain	
SECTION 33.44 Yes Deviation Requested	
N/A Explain	

SECTION 33.45 Yes Deviation Requested
N/A Explain
SECTION 33.46 a. Yes Deviation Requested
N/A Explain
SECTION 33.46 b. Yes Deviation Requested
N/A Explain
SECTION 33.46 c Yes Deviation Requested
N/A Explain
SECTION 33.5 Yes Deviation Requested
N/A Explain
SECTION 33.6 Yes Deviation Requested
N/A Explain
SECTION 33.7 Yes Deviation Requested
N/A Explain
SECTION 33.81 Yes Deviation Requested
N/A Explain
SECTION 33.82 a Yes Deviation Requested
N/A Explain
SECTION 33.82 b Yes Deviation Requested
N/A Explain
SECTION 33.83 a Yes Deviation Requested
N/A Explain
SECTION 33.83 b Yes Deviation Requested
N/A Explain
SECTION 33.83 c Yes Deviation Requested
N/A Explain
SECTION 33.84 a Yes Deviation Requested
N/A Explain
SECTION 33.84 b Yes Deviation Requested
N/A Explain
SECTION 33.85 a Yes Deviation Requested
N/A Explain
SECTION 33.85 b Yes Deviation Requested
N/A Explain

SECTION 33.85 c Yes Deviation Requested
N/A Explain
SECTION 33.85 d Yes Deviation Requested
N/A Explain
SECTION 33.91 Yes Deviation Requested
N/A Explain
SECTION 33.92 Yes Deviation Requested
N/A Explain
SECTION 33.93 Yes Deviation Requested
N/A Explain
SECTION 33.94 Yes Deviation Requested
N/A Explain
SECTION 34.1. Yes Deviation Requested
N/A Explain
SECTION 34.2. Yes Deviation Requested
N/A Explain
SECTION 34.3. Yes Deviation Requested
N/A Explain
SECTION 34.4 Yes Deviation Requested
N/A Explain
SECTION 34.5 Yes Deviation Requested
N/A Explain
SECTION 34.6 Yes Deviation Requested
N/A Explain
SECTION 34.7 Yes Deviation Requested
N/A Explain
SECTION 34.8 Yes Deviation Requested
N/A Explain
SECTION 34.9 Yes Deviation Requested
N/A Explain
SECTION 35 Yes Deviation Requested
N/A Explain
SECTION 36.1 Yes Deviation Requested
N/A Explain

SECTION 36.11 a Yes Deviation Requested
N/A Explain
SECTION 36.11 b Yes Deviation Requested
N/A Explain
SECTION 36.1 c Yes Deviation Requested
N/A Explain
SECTION 36.12 Yes Deviation Requested
N/A Explain
SECTION 36.13 Yes Deviation Requested
N/A Explain
SECTION 36.14 Yes Deviation Requested
N/A Explain
SECTION 36.21 Yes Deviation Requested
N/A Explain
SECTION 36.22 Yes Deviation Requested
N/A Explain
SECTION 37 Yes Deviation Requested
N/A Explain
SECTION 38.1 Yes Deviation Requested
N/A Explain
SECTION 38.2 Yes Deviation Requested
N/A Explain
SECTION 38.31 a Yes Deviation Requested
N/A Explain
SECTION 38.31 c Yes Deviation Requested
N/A Explain
SECTION 38.31 d Yes Deviation Requested
N/A Explain
SECTION 38.31 e Yes Deviation Requested
N/A Explain
SECTION 38.31 f Yes Deviation Requested
N/A Explain
SECTION 39.1 Yes Deviation Requested
N/A Explain

CERTIFYING STATEMENT

I certify that I have examined the above checklist and supporting documentation and attachments and find this information to be correct, true and complete. I find the plans and specifications for the above reference project to be in compliance with the Department of Environmental Quality Circular DEQ 1 as specified above.		
(Signature of Professional Engineer)	(Date Signed)	
Montana P.E. Number		

PE Stamp